

STANDARD FORM NO. 64

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SECURITY INFORMATION*Office Memorandum* UNITED STATES GOVERNMENT
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TO : Chief, Administration, NEA Division

DATE: 2 November 1953

ATTN: Document No.

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NO CHANGE in Class. ☐☐ DECLASSIFIEDClass. CHANGED TO: TS S C

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/176

Date: 24 MAR 1978 By:

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SUBJECT: Proposed T/O - NEA Division

1. The portion of the proposed NEA T/O reflecting positions designated for activities falling primarily within the responsibility of the Office of the Comptroller, submitted for concurrence, has been reviewed.

2. Finance Division is in position to comment only on that portion pertaining to field positions. Accordingly, the T/O has been referred to the Comptroller for overall review and comment.

3. With respect to provisions for coverage of field finance activities, the provisions of the T/O do not appear to be adequate. Finance requirements were discussed in our memorandum of 21 January 1953, directed to Chief, NEA. Also, our memorandum of 13 March 1953, directed to the COA/DDP, which we understand was referred to the various operating divisions, listed our estimate of requirements for Finance personnel in the NEA Area as follows:

<u>Location</u>	<u>Position</u>	<u>Grade</u>
<div style="border: 1px solid black; width: 250px; height: 300px; margin: 0 auto;"></div>	Senior Finance Officer	12 - 13
	Finance Clerk	5 - 7
	Junior Finance Officer	7 - 9
	Senior Finance Officer	12 - 13
	Junior Finance Officer	5 - 7
	Senior Finance Officer	9 - 11
	Junior Finance Officer	9
Senior Finance Officer	12 - 13	
Junior Finance Officer	5 - 7	

* Location dependant upon cover and communications

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Junior Finance Officer

9 - 11

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Senior Finance Officer

12 - 13

4. We recognize, of course, that conditions of cover and economy dictate that certain positions, especially at smaller stations, must be "composite" positions where the incumbent will be required and must be qualified to perform a variety of duties relating to administrative support. Some of the "Junior Finance Officer" positions listed above undoubtedly fall into this category. We feel, however, that the occupants of these positions must possess basic training and experience and be primarily qualified in finance work if the Agency is to be assured that the quality of financial support and performance is to be maintained at a proper level.

5. With respect to the positions listed for "Senior Finance Officer" we feel that the financial interests of the Agency are of such volume and complexity at these points as to require assignment of fully trained, professional-type Finance Officers whose primary interest and responsibility will relate to activities wherein the Comptroller has been charged with major responsibility. The need for the assignment of such Senior Finance Officers is further emphasized by the insistence of the Auditor-in-Chief and others that responsibility for finalizing all possible accounts be placed at the field level. Such action is contingent upon the assignment of qualified Senior Finance Officers who are responsive to the responsibilities and technical direction of the Comptroller, and who possess such training, background, and experience as to support appropriate action to appoint them as Field Certifying Officers.

6. We will appreciate your advice as to the final provisions for Finance Officers when your T/O is approved. In the meantime, I shall be glad to discuss Finance requirements with you further at any mutually convenient time.

FD/LEB:mct

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